



Birchington Parish Council Finance
Committee
Minutes of the meeting held on 2nd
September 2025 at 6.30pm
At the Parish Office, 2 Albion Road, CT7 9DN

Present:

Cllr Bob Prebble, Chairman of Finance
Cllr Colin Brown
Cllr Phil Fellows
Cllr Neville Hudson
Cllr John Tiley
Cllr Nick Blankley
Cllr Max Houghton

Jane Bevan – Parish Clerk

F/2025/11 Apologies for absence

There were no apologies for absence.

F/2025/12 Declarations of Interest

Cllr Brown declared an interest on a grant for the Health and Wellbeing Group.

F/2025/13 Minutes

The Minutes of the Finance meeting held on 1st July 2025 were **agreed**.

F/2025/14 Chairman's Report and Public Participation

The Chairman said his report would be covered in the agenda items.

F/2025/15 Finance Update/RFO

The Clerk provided a report on budgets versus actuals to 31st July 2025. She said that £83,633 which represented 33% of the budget had been spent to date. VAT recovery had been completed up to May 2025 and that a further VAT recovery figure of £2600 was due to be submitted for June, July and August 2025. The Clerk reported that 56% had been spent on the budget for professional fees adding that annual premiums were paid in April. The Clerk also reported that the insurance claim following a vehicle collision which had destroyed a bench and information board on Dog Acre had finally been settled following the recovery of the excess. The Clerk said that 4 football teams were now playing at the MRG and that combined there would be 20 fixtures for the current season generating £1200 of income. £360 had been received from friendly matches that were held over the summer period. Cllr Fellows said it had previously been agreed that the operatives budget would be split across cost codes. He also had previously requested how much was left in the relevant budgets. Cllr Tiley said he, the Clerk and the Chairman would be meeting to allocate the operative budget across the relevant cost codes.

Action

Clerk

F/2025/16 Budget Setting Process 2026/27 The Clerk said the budget setting process would commence in October and the Chairmen of each standing committee should now commence identifying their requirements. She said the training workshop for Councillors in November would collate the budget requirements. Cllr Brown referred to a grant received for the Health & Wellbeing group and suggested it was moved into a relevant budget heading item . Cllr Fellows said this would be further discussed within the General Purposes Committee.	Cllr Fellows
F/2025/17 High Value Asset Acquisitions Cllr Blankley presented a draft policy document for the committee to consider. He said it was a means to identify potential acquisitions and undertake due diligence in the interests of the Parish Council. It was agreed to recommend that Full Council adopted the policy.	Cllr Blankley
F/2025/18 Library building The Chairman provided an update. He said KCC had confirmed that the library building was not for negotiation and that it would not become available until KCC declared it to be surplus. There was discussion about whether the Parish Council had a break clause in its lease arrangement with KCC. The Clerk said she would ascertain when the lease break points were.	Clerk
F/2025/19 Memorial Recreation Ground (MRG) Cllr Tiley provided an update. He said the toilet block was now up and running and that the septic tank had been installed. An outstanding task was to cover the compound with tarmac and quotes were being obtained. A local contractor had quoted a significant reduction in the cost of undertaking on the proviso that they could have advertising space in the parish magazine. The quotations would be for decision at Full Council. Cllr Brown requested to be shown around the Recreation Ground.	Cllr Tiley
F/2025/20 General Data Protection Regulation (GDPR) The Clerk provided an update on Assertion 10 of AGAR for 2025/26. In order for the internal auditor to sign off assertion 10, where a number of compliance issues relating to digital data had to be demonstrated by local Councils. The Parish Council already complied with some of them but would need to take action on other areas. The Clerk summarised the main compliance areas: 1. Local Councils must have a generic email account on an authority owned domain e.g. .gov.uk. and be using that as an email address – BPC already complied with this. 2. Websites must meet Content Accessibility guidelines 2.2A and they must include published documentation that is specified in the Freedom of Information Act and Transparency Code for smaller authorities. 3. Data Processing – personal data must be processed with care and in line with the principles of Data Protection legislation. 4. IT Policy – smaller authorities should have an IT policy in place which explained how everyone should conduct authority business in a secure and legal way. This would also apply to using authority owned IT equipment and software. The Clerk said there was some actions work to be undertaken to address these issues.	Clerk
F/2025/21 Clerks Correspondence None	
F/2025/22 EXCLUSION OF PRESS AND PUBLIC The Committee is requested to pass a	

resolution to exclude the Press and Public from the remainder of the meeting pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of the business to be transacted. F/2025/23 To receive a report from the Chairman of the Staffing Committee. Cllr Hudson presented a report on the annual appraisals and contractual pay of the Parish office staff. It was agreed to present at the next Full Council meeting on 9th September 2025. F/2025/24 Date and Time of Next Meeting Tuesday, 13th January 2025 at 6.30pm at the Parish Council office. 2 Albion Road, Birchington. Signed by Parish Clerk Jane Bevan 15th September 2025	Cllr Hudson
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